



College Operation Guidelines

College Tours

Rationale

It is believed that extra-curricular educational, music and sporting tours and Immersion Program have the capacity to add a dimension to the schooling experience that may not otherwise be available. Any College tour or immersion experience should have a clearly articulated purpose that is in harmony with the College's values and educational programs.

At this point 'Tours' and 'Immersion' refers to the Warmun Immersion and all Interstate and International Trips

Principles

1. Tours/Immersion shall be designed to enhance the educational and/or spiritual program offered by the College but attendance is not compulsory and by invitation.
2. It is of paramount importance that staff shall ensure that maximum emphasis is placed on the safety and well-being of all participants, at all times.
3. Students who are not 'financial' (up to date with fees) will not be eligible to attend a College Tour.
4. Students who display at risk behaviour at school will not be eligible to attend a College Tour.
5. The Tour/Immersion is to be regarded as an extension of the College. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the Tour/Immersion.
6. The duty of care exists at all times, as a teacher-student relationship exists for the duration of the Tour/Immersion.
7. All Tour participants must have all relevant vaccinations up to date, according to the Tour destination requirements. Proof of relevant vaccinations (certificate) is required.
8. College interstate and international tours must be approved by the Executive Director of Catholic Education of Western Australia.

Process for Selection of Students

The invitation of students to join a College Tour/Immersion, and the subsequent finalising of the Tour/Immersion Group, should follow a set process as follows:

1. The Tour /Immersion will be advertised to the College community
2. Expressions of interest will be called for and a Nomination Form and Nomination Fee will be required in order to form an 'Initial Tour/Immersion List' (see Letter 1). A specified time frame will be allowed to complete and return the Nomination Form and forward the Nomination Fee.
3. An initial parent and student meeting may be organised to announce the College Tour/Immersion.
4. The 'Initial Tour/Immersion List' will then be examined and signed by the Tour/Immersion Organiser, relevant Deputy Principal, relevant Head of Year, College Counsellor and

Business Manager in order to check each student's eligibility in terms of their link to the Tour/Immersion, behaviour and attitude, and financial status.

5. A 'Nomination Acceptance Letter' should be sent to respective students that confirms acceptance of their 'nomination' for the College Tour/Immersion. This letter will also remind families that each student's eligibility for the College Tour/Immersion will be determined as per the College Tours and Immersion Policy and, that given acceptance on the Tour/Immersion, the Nomination Fee will then be used as a non – refundable Deposit for the College Tour/Immersion. The Nomination Fee of those not selected will be directed to the student's College fees.
6. Respective students will be informed of their position on the College Tour/Immersion. This letter should also re-state that the Nomination Fee will now be used as a non – refundable Deposit for the College Tour/Immersion.
 - * As per the Tour and Immersion Policy, a student's position on the Tour/Immersion is continually subject to positive behavioural standards at school and financial viability. No refunds will be made available after acceptance to attend the Tour/Immersion.

Student Selection

The criteria for student selection will be based on:

- Suitability for the Tour/Immersion (having a direct link to the nature of the Tour/Immersion).
- Good behaviour patterns (consideration will be given to factors such as Student Performance Indicators, College Detention /Suspensions and completion of Christian Service requirements, etc.).
- Satisfactory tuition fee arrangements. (An initial list of students needs to be forwarded to the Business Manager to satisfy eligibility requirements. Where a family is in arrears with their fees, the student will be refused permission to participate in a Tour.

School Rules

Tours/Immersion will operate under the school rules and policies of the College, including College rules in reference to mobile phones. However, the teacher in charge may adjust any of the College rules to suit best practice for the Tour/Immersion. Some additional rules will be in place due to the nature of the activity. The presentation and behaviour of the students while on Tour/Immersion is of the utmost importance. A serious breach of College rules by a student while on Tour/Immersion may result in a student being sent home immediately. **Any costs incurred in a student being sent home from a Tour/Immersion will be paid for by the family.**

Emergency Information and Safety

Parent/Guardians must communicate their approval in writing (by completion and return of the signed Permission & Medical Authority and Medical & Emergency Contact Information forms before a student is permitted to attend the Tour/Immersion.

It is imperative that this information is current and any changes to this document is directed to the Teacher in Charge as soon as possible.

Students will not be able to attend Tours/Immersion programs without this information completed and submitted to the Teacher in Charge by the due time.